

Report for Week Ending 23 January 1958
from
RECORDS DISPOSITION BRANCH

1. Assignments - Active 25X1A9a

a. Project 6-40 - OCR [REDACTED]

Records Officer is disseminating the Records Control Schedules to
OCR components for implementation. ✓

b. Project 6-95 Office of Personnel [REDACTED] 25X1A9a

No change from previous report. 25X1A9a

25X1A8a c. Project 8-18 ORR [REDACTED] ✓

The Records Control Schedule has been reviewed by the Division
and returned with minor changes. Schedule will be retyped and
returned to the Division for approval and signature.

d. Project 8-20 ORR [REDACTED] 25X1A9a

Project is almost complete except for retirement of permanent
inactive records from the office of Ch/E. ✓

e. Project 8-48 Medical Staff [REDACTED] 25X1A9a

Draft of recommendation for shelf filing installation is being prepared. ✓

f. Project 8-49 Subject Files - Personnel [REDACTED] 25X1A9a

Installation of subject numeric file in Office of the Chief,
Position Evaluation Division is 95% complete. Transferred 2 cu.
ft. of pre-1957 records to inactive storage area outside immediate
office of C/PED. 25X1A9a ✓

25X1A8a g. [REDACTED]

submitted to the chiefs concerned for signature and approval.

h. Review of Subject Files Installations.

Continued follow-up on previous installations. (5) of subject-numeric
files in OP to assist in establishment of new files for 1958 and cutoff
of 1957 files.

25X1A9a New 1958 folders installed in Office of Chief Personnel Procurement
Division [REDACTED]

25X1A9a Project is being initiated for establishing subject-numeric file system
in the Geographic Area of ORR. This project will include a minimum of
19 installations and is scheduled to begin 27 January 1958 [REDACTED] 25X1A9a

25X1A9a

i. Comptroller, Machine Records Division

Map Library/ORR

25X1A9a

No Change.

25X1A9a

25X1A8a j. Project 8-55 00

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25X1A9a

A meeting was held with Mrs. [REDACTED] regarding 25X1A8a storage of [REDACTED] Files and possible utilization of 25X1A8a shelf filing. Literature concerning various types of this equipment was presented to Mrs. [REDACTED] who displayed considerable interest in the study of shelf filing for her area. A floor plan and statistics will be developed for that Branch.

2. Assignments - Inactive

25X1A9a

25X1A8a

3. Vital Materials

Microfilming of Vital Materials in Logistics Office was completed this week.

Filming of Vital Materials in ORR/Geographic Division will be completed this week.

25X1A9a

[REDACTED] accompanied last weeks trip to the Repository for the purpose of working on the ORR/ Map file.

A request was received from the Area Records Officer for the Office of the Comptroller for 100 copies of Form 829, Vital Material Deposit Schedule.

4. News

25X1A6a

25X1A9a

a. [REDACTED] new Chief of Registry, [REDACTED] was briefed on records management phases he will be concerned with.

25X1A9a

b. Audit of the DD/S Schedule is planned for next week. Schedule will be revised to include the transfer of Regulations Control Staff to the DD/S Area.

c. Mr. [REDACTED] attended American Society for Personnel Administration's one-day conference on "What's Ahead in International Operations" held at Hotel Willard on 17 January 1958.

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